

## **SAFETY SPECIALIST**

### *Class Definition*

Under general supervision, assesses, designs and implements safety and safety training programs to meet identified needs.

### *Distinguishing Characteristics*

Safety Specialist is a journey level class assigned to various City departments. Typically supervised by a division head or assistant division head, incumbents identify safety training needs; establish, maintain and present safety and training programs to familiarize new employees with operating procedures and to retrain employees based upon mandated requirements, or who have experienced safety or work-related accidents or injuries.

### *Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Assesses safety training needs in a division as determined by reviews of accident/injury reports, needs assessment, safety inspections and mandated safety training requirements.

Develops, implements and coordinates cost effective safety training programs; reviews procedures and other training for safety content; designs criteria to measure effectiveness in meeting organization safety goals.

Investigates accidents/injuries/incidents to determine causes and makes corrective recommendations based upon findings.

Develops measures to correct unsafe work practices as determined by reviews of accident/injury/incident reports, supervisor reviews and regulatory guidance.

Evaluates employees' safety work practices and makes corrective recommendations as necessary.

Works with supervisors, claims examiners and injured workers to facilitate return-to-work programs.

Develops, prepares and maintains safety related records, reports and other correspondence.

Works with Division, Department and City Safety Committees on safety related issues to effectively

administer division or departmental safety programs.

Performs related duties as required.

### *Knowledge, Abilities, and Skills*

Knowledge of the general operating practices, hazards, safety rules and precautions of the equipment and working conditions within the assigned division.

Knowledge of safety training principles and methodology.

Knowledge of safety training resources.

Knowledge of accident/injury/incident investigation techniques.

Knowledge of general worker's compensation laws, regulations and claim filing procedures

Ability to design and implement safety training programs.

Ability to prepare clear and concise records, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to identify the causes of accidents/injuries/incidents and preventive steps that can be taken.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

### *Minimum Qualifications*

Certification as a safety officer, safety specialist, safety trainer, industrial hygienist, safety manager or closely related field, from an accredited training institution. One year of experience in identifying safety training needs, establishing, maintaining and presenting safety and training programs may be substituted for the required certification.

### *Necessary Special Requirements*

Depending upon assignment, must possess a valid Class A, Class B or Class C California Driver's License, along with related endorsements, at the time of appointment and maintain it for the entire term of employment in this class.

Must possess specialized safety certification as designated by the assigned division.

Must attend ongoing safety training programs, both local and out of the area, which may involve travel and overnight stays.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_

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